

NOTE: Applications received under this vacancy announcement will be rated using Merit Staffing Procedures.

This position is also being advertised under delegated examining procedures. Please follow the instructions outlined under Vacancy Announcement #05-EDCA-05 (DEU) to be considered under those procedures.

TITLE, SERIES, GRADE: Administrative Clerk (OA)
GS-303-5

SALARY RANGE: GS-5: \$28,751.00-\$37,381.00 per year*

***NOTE:** Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Permanent/Full Time

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 05-EDCA-06(MS)

AREA OF CONSIDERATION: Government-wide. Permanent competitive service employees in the Federal government, including former Federal employees with reinstatement eligibility, and persons eligible for non-competitive appointment under a special hiring authority (See "Other Information" section of this announcement). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply. Well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area of Sacramento, CA may apply.

OPENING DATE: 3/14/05

CLOSING DATE: 3/25/05

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One

POINT OF CONTACT: Martha Bryant

CONTACT PHONE: 916-554-2749

TDD: None

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100

Sacramento, CA 95814

NOTE: Applications will not be accepted via fax, e-mail, or internet.

Satisfactory completion of a one year probationary period may/may not be required.

DUTIES: Sorts and routes mail by determining subject matter and organizational designation. Records, controls, and processes mail which requires special handling, e.g., message forms, registered, certified, etc. Prepares outgoing material for dispatching, including such tasks as: date stamping, metering or canceling, bundling, and bagging mail according to U.S. Postal Service regulations. Collects and/or delivers mail and material to designated individuals or offices. Meters outgoing mail daily. Receives telephone calls and visitors to the office. Controls access to the office and ensures that only visitors properly cleared are authorized entry. Notifies staff members of visitors or incoming telephone calls. Takes messages as necessary. Responds to inquiries, providing general information regarding office programs. Refers caller or visitor to appropriate Federal, state, or local agency as necessary. Maintains witness records, assists witnesses in completing appropriate forms and advises on allowable reimbursement for travel. Organizes documents for Victim Witness Coordinator for reconciliation of monthly credit card statements. Assists the Administrative Services Specialist by conducting inventories of supply rooms and ensuring adequate levels of general office supplies are maintained. Notifies appropriate administrative staff when supplies need to be replenished. Prepares lists of needed items and forwards to appropriate contracting officer for ordering. Receives ordered supplies and escorts vendors to appropriate delivery locations. Responsible for maintenance and minor repairs on equipment including copiers, fax machines and shredders. Makes service calls for repair of equipment as necessary. Ensures that postage metering machine is checked for proper amounts and that chips are installed and updated as required. Maintains government vehicles. Ensures that required logs are kept and all required maintenance is performed on schedule. Assists administrative staff in distributing training evaluations to employees and supervisors upon completion of training course and maintains training evaluation files for the District. Inputs training information into the Payroll/Personnel System training module. Produces a variety of written documents utilizing varied and advanced word processing software functions, working from handwritten draft, edited copy, or electronic files created by another staff member. Performs other duties as assigned.

Note: This position requires long periods of standing, walking, bending, etc., and requires recurring lifting and carrying of packages, pouches, or bags weighing up to 50 pounds and occasional lifting and carrying of heavier materials.

QUALIFICATION REQUIREMENTS:

Applicants must indicate their typing speed on their resume/application. Applicants must be able to type at least 40 words per minute. Failure to list typing speed might preclude an applicant's employment consideration. Applicants may be asked to certify or demonstrate their typing proficiency.

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions, GS-05, GS-06 and above, issued by the Office of Personnel Management.

At the GS-5 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-4 level. Four years of successfully completed education above high school may be substituted for the specialized experience at the GS-5 level. Such education must have been gained in an accredited junior college, college or university. A combination of experience and education above high school may be used to meet total qualification requirements.

Specialized experience is work directly related to the duties of the position to be filled (as described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Specialized experience for this position would include experience gained in an office or other environment where incumbent was required to perform various responsible administrative duties that would demonstrate a knowledge of a wide range of administrative concepts, practices, and procedures to include greeting callers and visitors, routing, sorting, and controlling mail, reviewing supply and equipment needs, reviewing documents, entering data into automated training system and other systems, office automation duties, etc.

Applicants must have the ability to operate a personal computer.

All qualification requirements, including the 52 week time-in-grade and time after competitive appointment requirements must be met within 30 days after the closing date of the announcement and before placement in the vacant position.

EVALUATION METHODS: Basically qualified applicants may be

evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Knowledge of procedural instructions and/or postal regulations for the control and processing of a variety of different types of regular and special mail. (Describe experience receiving, sorting, and delivering mail and describe the organizational setting and types of mail handled.)
- 2) Ability to communicate orally sufficient to meet and deal effectively with the public, and to exercise tact and judgment. (Describe the type of communication and organizational setting. Describe experience where you were required to exercise judgment and tact in communicating with others and the outcome of that experience.)
- 3) Ability to organize and prioritize work in order to effectively accomplish various administrative assignments. (Describe the types of administrative tasks you are responsible for and how you manage workload, to include managing multiple assignments and/or competing priorities.)
- 4) Ability to use various office automation hardware and software to produce documents. (Describe types of hardware and software programs used and for what purpose they were used and/or what products were produced.)
- 5) Ability to work effectively in a team environment.

(Describe experience working in a team or sharing responsibilities with others in a work group, etc., and how work was accomplished among the group members.)

HOW TO APPLY: Applications received under this announcement will be rated under merit staffing procedures only.

PLEASE PRINT AND COMPLETE THIS SECTION, AND SUBMIT WITH YOUR APPLICATION PACKET

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
Duties and accomplishments
- b) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- c) Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

OTHER DOCUMENTATION:

- a) A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)
- b) A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

- 2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).
- 3. A statement indicating your typing skill and speed **OR** self-certify your typing speed by completing the following statement:

I certify that I can type () words per minute.

Signature

- 4. **CTAP and ICTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's

preference points based upon the responses to the knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible. CTAP/ICTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

5. VETERAN'S PREFERENCE: Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Standard Form 15 (SF-15) Application for 10-Point Veteran Preference (Revised December 2004).

OTHER INFORMATION: Applications must be received or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower ranking in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. Applications will not be accepted via e-mail or internet. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment. If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin,

politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities or 30% or more. Appropriate documentation to support this claim for eligibility will be required.